

Chapter 4 – Academic Affairs

AP 4235 – Transfer of Previous Credit and Credit for Prior Learning

Part 1: Request for Evaluation and Transfer of Previous College Credit

Once admitted as a credit certificate or degree-seeking student, a student may request an evaluation and transfer of previous credit. The requests must be initiated by the student and must include official transcripts/documentation from the other institution(s) and the *Request for Evaluation and Transfer of Previous Credit* form submitted to Enrollment Services.

All transcripts received become the property of Chemeketa and copies may not be provided. Other types of coursework may be reviewed for evaluation on a case-by-case basis.

Note: Students using any type of Federal Veterans Administration (VA) Education Benefits, including Chapter 31 VA Vocational Rehabilitation and Employment (VR&E), are required to have all prior credit history evaluated. Students who have applied for Financial Aid may also be required to submit transcripts from previous colleges.

Standards for College Transfer Credit

- The college evaluates general education and career technical courses from regionally accredited institutions, with a maximum of 90 credits transferable towards a student's declared major.
- Earned grades of A, B, C, or P/S (Pass/Satisfactory) will generally be considered. D grades are accepted only for programs that allow D grades to fulfill degree requirements.
- Course equivalency is generally based on a 70% match for the course content and learning outcomes, aligning with AACRAO best practices.¹
- International college or university credits must first be translated and evaluated course-by-course by a service that is a member of the National Association or Credential Evaluation Services (NACES).

Part 2: Credit for Prior Learning (CPL)

The college will follow the Oregon CPL Standards set by the Higher Education Coordinating Commission (HECC).² To receive CPL, a student must have an established Chemeketa transcript before the credit can be recorded. CPL will not be graded or calculated in the Chemeketa GPA, with the exception of Chemeketa Challenge Exams and Prior Learning Portfolio course. CPL may not be used to establish the graduation residency requirement.

References:

¹ AACROA - A Guide To Best Practices: Awarding Transfer & Prior Learning Credit

² Oregon Credit For Prior Learning Standards

³ Statewide Ap And Ib Course Policy

⁴ HECC Assessment Based Learning Credit Standards

Transparency and Access to Information

In accordance with Oregon CPL Standard 8, the college will maintain accessible and comprehensive CPL information for students, faculty, and staff. This information will be available on the college website, be searchable using the term "Credit for Prior Learning," and will clearly communicate CPL opportunities, fees, financial aid implications, applicability, transferability, and the appeals process.

Faculty and Staff Development

In accordance with Oregon CPL Standard 6, the college is committed to providing designated faculty and staff with adequate training and continuing professional development to ensure rigorous and equitable assessment of prior learning.

Data Collection and Reporting

In accordance with Oregon CPL Standard 5, the college will collect and report data on CPL awarded to the HECC to support statewide tracking and improvement efforts.

Types of Credit for Prior Learning

CPL is categorized based on the assessment method.

A. Credit Based on Institutional Faculty and/or Subject Matter Expert Assessment

- **Prior Learning Portfolio (PLP):** Students may earn **up to 24 credit hours** for documented college-level learning that applies to a specific certificate or degree. A maximum of 25% of a degree or certificate may be earned via PLP. Students may enroll in PLP course(s) to develop their portfolio for evaluation. This course is graded and calculated in the Chemeketa cumulative GPA. Courses awarded through the portfolio are given credit, but not calculated in the cumulative GPA.
- **Chemeketa Challenge Exam (CE):** The college offers a limited selection of courses eligible for challenge exams. Students may review their exam score before deciding to have the credit and grade posted to their transcript. Assigned grades are calculated in the Chemeketa GPA.

B. Credit Based on Third-Party Assessment

- **Credit for Professional Certification (CPC):** In specific career and technical programs, the college programs may award credit for professional certifications or licenses.
- **Military Service Credit (MI):** College credit is awarded for military training and coursework based on American Council on Education (ACE) credit recommendations included in official military transcripts. The college does not evaluate military experience, only formal coursework and training recommended for credit by ACE.
- **Exam Credit (AP, CLEP, IB):**
 - **Advanced Placement (AP) and International Baccalaureate (IB):** Credit may be awarded for qualifying scores on exams completed in high school.³
 - **College Level Entrance Examination Program (CLEP):** Credit may be awarded for qualifying scores on national standardized exams. A list of accepted exams and required scores are available on the Chemeketa public website.

- **Proficiency/Assessment Based Learning Transfer Credit (PB):** The college will evaluate courses completed in high school that are designated by state standards as Proficiency/Assessment Based Learning, with course equivalency determined in consultation with the appropriate academic department. ⁴

June 25, 1985

Adopted by College Council

May 10, 2006; October 30, 2015; July 24, 2019; February 13, 2026

Revised by College Administration